

## New

Ministry

Public Safety and Emergency Services

## Describe: Basic Job Details

## Position

Position ID

Position Name (200 character maximum)

Senior Policy Advisor

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

## Employee

Employee Name (or Vacant)

## Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

## Design: Identify Job Duties and Value

## Job Purpose and Organizational Context

Why the job exists:

Under the general direction of the Director, Executive Operations, this position provides support, leadership, coordination, development, facilitation and knowledge/skill transfer to teams involved with policy issues and initiatives within the ministry and across the government. This involves supporting the design, delivery, and evaluation of major projects and policy initiatives, as well as the coordination of cross-government initiatives. This position operates in an environment which is both highly political and technical based. As a key member of the ADMO, this position supports executive decision making and complex law enforcement and public safety policy for the Public Security Division and acts as a mentor for other Policy Analysts throughout the department. Responsibilities also include advanced research, policy development, interpretation and application of expertise, and drafting and review of departmental correspondence and briefing notes.

## Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

Develop and support strategic initiatives and projects are focused on addressing public security trends and

**issues. As an expert in the division on law enforcement and public safety policy analysis, this position would:**

- Conduct specialized policy analysis to identify strategic upcoming trends, issues and pressure points.
- Develop proposals, concept papers, discussion papers and directions to address these trends, issues and pressure points (i.e. prepare a concept paper which outlined the factual information on certain public safety issues which could be the foundation from which proposed policy recommendations are developed).
- Write and develop evidence-informed strategies and frameworks to implement proposals/directions.
- Develop necessary reports, briefings and presentations within, at times, very tight timeframes.
- Act as a key content resource and trusted advisor to the Director, Executive Director(s) and Assistant Deputy Minister for advice, solutions, etc.
- Provide specialist and expert-level policy support to others in the department.
- Create, develop and write agendas, issue papers, correspondence, briefing notes, presentations and background materials for executive team and Minister.
- Coordinate and write departmental positions on complex public safety and policing policy issues and trends.

**Support the development of innovative policy solutions and methodologies to address complex policy issues:**

- Prepare written reports/option papers/discussion papers/concept papers and briefing materials, with recommendations for executive management and Minister.
- Outline, analyze, write and evaluate policy options.
- Research and define and frame complex law enforcement and public safety policy issues.
- Develop project proposals and plans to obtain information, including stakeholder input, and manage processes.
- Lead and coordinate efforts with other divisions and departments, as appropriate.
- Monitor and scan environment, on an ongoing basis, to anticipate and identify potential public safety policy issues.
- Support public and stakeholder consultation activities to clarify issues and obtain input.
- Compare federal government legislation and policy changes, and those of other provinces and territories, in relation to existing Alberta policy and legislation, and interpret implications for Alberta's law enforcement and public safety framework.

**Support larger policy development teams including collaboration and coordination responsibilities:**

- Write report and briefing materials with recommendations for next steps for executive management or Minister.
- Conduct policy research and analysis, including review of literature and background information.
- Define data and information needs.
- Recommend consultation methods to use.
- Collect, analyze and interpret data results, including providing guidance and direction to department policy analysts.

**Undertake project management responsibilities:**

- Develop project charter, work plans and implementation plans with goals, resource allocations and timeframes.
- Coordinate meetings with internal and external stakeholders.
- Monitor project processes, outputs, and deliverables using project management tools. Make adjustments as necessary.
- Write, or coordinate compilation and delivery of final product.
- Evaluate project results and develop and present recommendations for next steps.

**Problem Solving**

**Typical problems solved:**

The position is continually faced with situations involving ambiguity and must exercise judgment and problem-solving skills to support the ADMO to balance priorities and achieve the requirements of the ministry, department, division, and branches along with external stakeholders. The nature of the issues that are presented range from the day-to-day issues arising from divisional operations to urgent strategic meetings and discussions with key internal and external groups which will shape provincial public safety priorities and

may result in new legislation and/or regulation changes. These issues often lack precedence and require the creation of new processes, workflows, and specialized policy solutions.

This position is relied on to anticipate, detect and assess and interpret complex public safety and law enforcement policy issues to determine their level of urgency and provide leadership to others in developing associated approaches for resolution.

- Issues are complex, diverse and often politically sensitive, and can range from day-to-day operational concerns to those associated with long term policing, law enforcement, and public safety legislation and/or regulation changes requiring cabinet approval.
- Resolution of issues in the context of considerable consultation and/or the absence of the Director, Executive Operations to assist the ADM in their COO role.
- Gaining the co-operation of others in the division or with other divisions to work together to resolve issues in the midst of competing priorities. This is dependent on the position's ability to establish effective relationships and demonstrate specialized knowledge of divisional/departmental public safety issues and sensitivities. The challenge will be to cultivate a sense of shared responsibility across the division for outcomes.
- Find the suitable balance in establishing boundaries with stakeholders (within division and with other divisions) when appropriate in order to manage work and or timelines.
- Provision of time-sensitive responses to the Assistant Deputy Minister's/COO's office requiring expert-level analysis, research, and policy interpretation, as well as sound judgment within tight timelines and the ability to remain calm under pressure.
- The need to identify priorities when everything is a priority.
- The position functions within the context of established policies, statutes, directives, and guidelines, with key pieces of legislation setting parameters for the work including the Financial Administration Act, Government Organization Act, Public Service Act, Government Accountability Act, Freedom of Information and Protection of Privacy Act, and various ministry-specific acts and regulations.

Types of guidance available for problem solving:

The Director, Executive Operations and ADMO Issues Manager are available to clarify broad goals, objectives, and priorities.

Direct or indirect impacts of decisions:

The strategies and processes that are handled and implemented by this position impact the operational accountability of the Assistant Deputy Ministers, COO, the Deputy Minister and the Ministry.

Working closely with the Director, this position contributes to achieving the goals of the COO's office. The quality of work is measured by the ability to operate independently, anticipate and identify ongoing and emerging issues, and provide authoritative, evidence-based solutions that advance the business objectives of the division, department, and the Government of Alberta. Accountability and influence are high due to the broad scope and impact of this role across the division, portions of the department, and the Minister's Office.

Stakeholders affected by decisions and outputs from this position include:

- The MO, DMO, COO office and ADMs offices
- Other GoA ministries including Assistant Deputy Ministers offices and some Deputy Minister offices
- External stakeholders including reporting entities of the Ministry

## Key Relationships

Major stakeholders and purpose of interactions:

ADMs' Offices - Disseminate information, provide strategic advice and/or direction or referral and coordination of priorities and projects

COO's office - Disseminate information, provide strategic advice and/or direction or referral

Branch and line area staff, including senior management - Working with ADM's, Executive Directors, Directors, Executive Assistants and line area staff to obtain responses for information products, briefings,

correspondence and other information requests.

### Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Public Administration	Other	

If other, specify:

Degree in Criminology, Law, Public Policy, Political Science, plus 4 years related experience.

Job-specific experience, technical competencies, certification and/or training:

- Advanced understanding of the workings of government with a focus on the political, administrative reporting, service delivery and finance.
- Knowledge of government's role, structure, policies and procedures, particularly those related to policy formation, regulatory reform and legislation development, planning and accountability.
- Knowledge and understanding of law enforcement and public safety policy.
- Skill in the ability to develop, lead and work within multi-disciplinary teams on a wide variety of complex and at times politically sensitive activities.
- Understanding of the interests and perspectives of stakeholders, including other government departments.
- Excellent conceptual, analytical and problem solving skills. Ability to summarize and synthesize complex materials.
- Ability to identify key issues and develop policy, recommendations, and solutions based on independent expertise.
- Excellent interpersonal skills with the ability to build relationships with a mix of stakeholders and staff.
- Creativity and the ability to think strategically and critically on a broad scale in the development of innovative and feasible options and strategic solutions to issues, trends, programs and services.
- Ability to multi-task with vague direction while working in an uncertain environment is necessary.
- Political sensitivity and the ability to maintain a neutral and objective approach.

### Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
Systems Thinking	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p><b>Integrates broader context into planning:</b></p> <ul style="list-style-type: none"> <li>• Plans for how current situation is affected by broader trends</li> <li>• Integrates issues, political environment and risks when considering possible actions</li> <li>• Supports organization vision and goals through strategy</li> <li>• Addresses behaviours that challenge progress</li> </ul>	
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p><b>Works in open teams to share ideas and process issues:</b></p> <ul style="list-style-type: none"> <li>• Uses wide range of techniques to break down problems</li> <li>• Allows others to think creatively and voice ideas</li> </ul>	

		<ul style="list-style-type: none"> <li>• Brings the right people together to solve issues</li> <li>• Identifies new solutions for the organization</li> </ul>	
Develop Networks	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> <li>• Creates impactful relationships with the right people</li> <li>• Ensures needs of varying groups are represented <ul style="list-style-type: none"> <li>• Goes beyond to meet stakeholder needs</li> <li>• Ensures all needs are heard and understood</li> </ul> </li> </ul>	
Drive for Results	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> <li>• Forecasts and proactively addresses project challenges</li> <li>• Removes barriers to collaboration and achievement of outcomes</li> <li>• Upholds principles and confronts problems directly</li> <li>• Considers complex factors and aligns solutions with broader organization mission</li> </ul>	
Agility	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> <li>• Creates opportunities for improvement</li> <li>• Is aware of and adapts to changing priorities</li> <li>• Remains objective under pressure and supports others to manage their emotions</li> <li>• Proactively explains impact of change on roles, and integrates change in existing work</li> <li>• Readily adapts plans and practices</li> </ul>	